

Town of



# AMHERST *Massachusetts*

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## COMMUNITY PRESERVATION ACT COMMITTEE

**Date:** October 23, 2014  
**From:** Peter Jessop, Chair, Community Preservation Act Committee  
**To:** Distribution list  
**Subject:** Call for Proposals Qualifying for CPA Funding

This is to request proposals for FY 2016 appropriate to the provisions of the Community Preservation Act (CPA). Deadline for submissions is December 10, 2014.

The Community Preservation Act (CPA), adopted by Amherst voters in April 2001, established a local fund based on a 1% tax surcharge (later amended to 1.5%) on property valuations above \$100,000 *"for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the acquisition, creation, preservation and support of community housing; and for the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created."* The law also established a State Trust Fund, from which annual allocations are made to towns that have accepted the Act, partially or fully matching local appropriations. Local allocations are currently being matched by the state at around 28%, resulting in a projected total amount for distribution of approximately \$500,000 for this year. Please remember that it is possible for Town Meeting to authorize long term borrowing and then use future CPA funds to pay off the debt, so feel free to submit proposals even if the amount of money may seem to be larger than the amount available.

The Community Preservation Act Committee (CPAC) is charged with assessing the needs of the Town in those areas identified by the Act, and recommending relevant expenditures to Town Meeting. By state law, CPA funds are to be spent only on community housing, historic preservation, open space, and recreation. A minimum of 10% of the available funds (from the surcharge and the state match) must be set aside each year (although not necessarily spent) for each of three categories of community housing, historical preservation, and open space. Recreation is the fourth recipient, or beneficiary, but is not mandated to receive the minimum 10%.

The Committee intends to develop recommendations for funding to be considered at the Annual Town Meeting next spring.

**At this time, we invite you to review projects appropriate to the provisions of the Act that you would like CPAC to consider. Please submit to us, by Wednesday, December 10, 2014, in order of priority, your top projects.** Please fill out the attached form with your submittal. Generally speaking, the CPAC refers projects to the relevant boards, commissions and committees for their input on proposals. Typically, we refer open space proposals to the Conservation Commission, recreation proposals to LSSE, historical preservation proposals to the Historical Commission, and community housing proposals to the Housing and Sheltering Committee and the Amherst Housing Authority.

Please indicate the category of interest (Community Housing, Historic Preservation, Open Space, and/or Recreation), a project description, costs, partnerships, any seasonal or timing restrictions, and the amount of CPA support requested for each. **Please send your proposals to the Accounting Office, Town Hall, clearly marked "CPAC" c/o Comptroller Sonia Aldrich.**

The Committee will consult with each of the boards, commissions and committees to schedule presentations of projects at one of our meetings scheduled for January or February.

The Committee expects recipients of funds for Projects to report back in writing annually about the progress of the project. Projects must be completed in a timely manner and unspent funds returned to the CPA Fund.

#### **CPAC Evaluation Criteria:**

1. Feasibility of the Project
2. Documentation for Estimated Costs
3. Funding available, possibility of multiple sources of funding, and expectations for additional funding in future years
4. Urgency of the Project
5. Estimated timeline from receipt of funding, if awarded, to start and to complete the Project
6. Acquisition and/or preservation of threatened resources
7. Population(s) to be served by the Project
8. How will the CPA investment in your property, facility or project be maintained over time?
9. Priority of your Project set by requesting Town boards, committees or commissions.

#### **Submission Process:**

1. Complete the attached CPAC Form with your submittal.
2. Attach any relevant documentation.
3. Submit one (1) hard copy, clearly marked *CPAC Proposal* to: Accounting Office, Attn: Sonia Aldrich, Comptroller, Town of Amherst, 4 Boltwood Ave., Amherst MA 01002. **And** one (1) electronic copy via email to: [aldrichs@amherstma.gov](mailto:aldrichs@amherstma.gov) and [lassl@amherstma.gov](mailto:lassl@amherstma.gov)
4. Deadline for all submittals including documentation is Wednesday, December 10, 2014.  
Note: early submissions of proposals are encouraged to give the CPA Committee time for review and to receive information from relevant Town boards and commissions.
5. Public Presentations before CPAC will be scheduled for January and February

Please contact me at **413-549-7919** should you have any questions, or email me at **[peter@integbuild.com](mailto:peter@integbuild.com)** .

**Peter Jessop**

Website: [www.amherstma.gov/cpa](http://www.amherstma.gov/cpa)

Facebook: <https://www.facebook.com/AmherstCPAC>

Community Preservation Coalition

# Community Preservation Act Committee Proposal Request Form for FY 2016

## CPA funding category

Check all that apply

- ☐ Community Housing
- ☐ Open Space
- ☐ Historic Preservation
- ☐ Recreation

**Date:**

**Submitting Entity:**

Contact Person:

Contact Phone:

Contact Email:

**Overview of Proposal:** – Please describe your project and your feasibility analysis

**Describe how your request meets the CPA criteria:**

1. Description of funding needed including:
  - a. Documentation of cost estimates
  - b. Other sources of funding, e.g., grants, self-funding, fund-raising
  - c. Timeline on how CPA funds, if awarded, would be spent including over multiple years
2. Urgency of the Project, if any
3. Estimated timeline from receipt of funds to Project completion
4. Acquisition or preservation of threatened resources
5. Population(s) to be served by the Project
6. How will the CPA investment in your property, facility or project be maintained over time?
7. How the Project is prioritized by requesting Town committees or commissions?
8. Other information regarding the Project deemed necessary for CPAC

## **DISTRIBUTION LIST:**

American Farmland Trust  
Amherst Agricultural Commission  
Amherst BID  
Amherst Club  
Amherst Community Connections  
Amherst Community Land Trust  
Amherst Finance Committee  
Amherst Historical Society  
Amherst Housing Authority – Paul Bobrowski, Chair  
Amherst Media  
Amherst Senior Center  
Amherst Survival Center  
Community Development Committee  
Conservation – David Ziomek, Director  
Conservation Commission  
Grow Food Amherst  
Historical Commission  
Hitchcock Center  
Housing & Sheltering Committee – Nate Malloy  
Joint Capital Planning Committee  
Jones Library Trustees  
Kendrick Park Study Committee  
Kestrel Trust  
Leisure Services & Supplemental Education Commission (LSSE)  
Mass Housing Partnership  
Munson Library Trustees  
North Amherst Community Farm  
Orchard Valley Markert's Pond Group  
Pioneer Valley Habitat for Humanity  
Planning Department  
Rotary Club  
Save Historic Cushman  
Select Board  
South Amherst Conservation Association  
The Commons Group  
Valley Community Development Commission  
Women's Club